

APPROVED MINUTES
FAIRFIELD TOWN COUNCIL
WORK SESSION
MEETING MINUTES

Date: Tuesday, January 19, 2016

Location: Historic Fairfield Schoolhouse
Fairfield, Utah

Time: 6:00 P.M Worksession

1. Opened: 6:10 p.m.
2. Roll Call: Mayor Hancock Council Members Brad Gurney, Tyler Thomas and Hollie McKinney.

Excused: RL Panek

Others Present

Planning & Zoning Chairperson KC Morris, Commission Members, Joel McKinney
Peter Lawrence
Epic Engineering, Ryan Taylor

3. DISCUSS PROPOSED ZONING ORDINANCES AND MAP WITH KC MORRIS
 - Mayor Hancock has asked previous “Mayor” Mike Burch if he could give some past information on how the Town incorporated and came up with the current zoning. Mike Burch explained, that in 2004 Fairfield wanted to incorporate to be their own Town, not part of Utah County. Fairfield ask the landowners to annex their property into Fairfield. To have the landowners agree to annex, into Fairfield the current Council at the time had to make a verbal agreement to put the zoning at AR-5 so the landowners would agree to annex into Fairfield. By proposing the new zoning to AR-40 it’s going to upset the landowners because the AR-5 Zoning is what enticed them annex into Fairfield. When the landowners were part of Utah County their property was zoned AR-30 so you are asking a lot of them to take their land to AR-40. Mayor Hancock thanked Mike Burch for the information. This gives the Commission a better understanding of why the landowners ask for the proposed zoning to be revised before approving. Mayor Hancock asked Chairperson KC Morris where do we go from here. KC Morris explained that the Commission wants to make sure we revise and make sure the new zoning is done the right way. So the planning commission isn’t redoing the zoning a year from now.
 - KC Morris explained to the Council that he doesn’t feel that certain landowners requesting for the zoning to stay the same has the best interested in Fairfield staying a rural town, they want to develop their property and make a profit. These people have no interest in living in our community so as a Commission we have to look at what is the best option for the residents and landowners who want to live, farm and keep the agricultural way of living here with supporting all land owners. Here is our options stated KC Morris, AR-10 should stay at AR-10 and the proposed AR-40 be reduced to

AR-10. That being proposed we are meeting in the middle with the landowners and residents. Councilman, Tyler Thomas asked what if these landowners don't agree and annex back into Utah County or Eagle Mountain. Councilman, Brad Gurney informed that Fairfield loses the ground but Fairfield controls their own destiny.

- Mayor Hancock asked so what direction are we going to take for Planning and Zoning to begin working on? KC Morris proposed that AR-40 be reduced to AR-10 and AR-10 stay as AR-10. If we leave the proposed AR-40 as is we should consider adding an exception modification to the AR-40 for those wanting to build a house on a piece of property zoned for AR-40 but do not have the full 40 acres to build. This exception being made for those who want to build a home so they can farm their land or such.. KC Morris informed he thought this would be the best route to meet in the middle with the landowners complaints. With these suggestions he will take back to Planning and Zoning Commission for their next meeting and see if they can come to agreement and prepare to move onto Town Council for approval. KC Morris informed the Council of his conversation with Fairfield Town Attorney Larry Jenkins, that the Commission and Council couldn't let the complaints drive Fairfield's decision.
- Mayor Hancock asked with that being said can we give this a timeline. KC Morris replied we would like to finish this soon as possible.

4. DISCUSS SECONDARY WATER SOURCE WITH EPIC ENGINEERING

- Mayor Hancock informed the Council that he has spoken with Peter Lawrence previous, "Mayor Pro Temp for Fairfield" and has asked him to assist with the Secondary Water Source to have his opinion on the direction we want to go. He has been involved since the beginning of the project and has the most knowledge of the procedures we will need to take.
- Ryan Taylor from Epic Engineering informed the Council that receiving 50% grant and 50 % pay back on the secondary water source grant was a huge accomplishment for Fairfield. Applying and receiving the grant money is a hard process he congratulated the Councilman on their accomplishment. The next steps that will need to be followed will be these:
 1. Getting the accounts for the funds set up so the checks that will be written can come out of the correct accounts.
 2. Finding a bond attorney to help out with the accounts. Councilman Brad Gurney informed the council he has spoken with Fairfield Town Attorney Larry Jenkins, he recommended a bond attorney in his office. Ryan Taylor informed Council if they did not have one he could recommend one also.
 3. Paper work for these accounts will need to be done monthly. Fairfield will need to keep good records of all accounts in their accounting program.
 4. The contractors hired to do the project will send their bid in for cost inspectors to inspect their work and the bid to ensure everything is correct, Epic Engineering will then pass approval and then send to Fairfield Town to provide payment.
- Councilmen discussed having a policy in place for the contractors doing the work are qualified and worthy of doing the job.
- Peter Lawrence asked do we want to fence the property first, before the process begins. Council discussed and agreed it would be better to wait in case of the fence being in the way of the project.

- Public Hearing Notice will need to be sent out 14 days in advance. February 11, 2016 is the next regular town council meeting we could schedule the public hearing for Chyanne Soffel informed the Council. Residents will need to be notified in advance. Councilman Brad Gurney agreed to make the post card up to send out to the residents informing them of the Public Hearing to be held on February 11, 2016 on Impact fees and the Bond.
- Ryan Taylor informed the Council he has contacted the Power Company “Rocky Mountain Power,” that Fairfield would be beginning the process of putting the secondary water source in and would need to connect to the line for service. As for the next steps to be taken right now are going to be getting the bids from contractors and to set a date to begin drilling.
- Councilman Brad Gurney said before the bond closes we need to have firm bids and projects drawn before closing of the bond. Peter Lawrence asked what if the contractor isn’t done by the set date. Will the contractor be held responsible? Ryan Taylor informed the Council that the Contractor will be held responsible if project isn’t finished by set date.
- Ryan Taylor asked the Council if the Council is approving for him to keep moving forward with the Well Design, Environmental Documents and a Bond Attorney. Council was all in agreeance. Council then discussed there will need to be 2 separate Public Hearings set for February meeting. One for Impact fees and one for the Bond. Well Construction is planned to begin in March if weather permits, possible there will be too much mud and the process will begin in early April.
- Ryan Taylor made Council aware that Epic Engineering would be billing Fairfield for \$20,000 in the end of February.
- Council discussed Impact Fees and how the cost of an impact fee would be figured into the building applications. Fairfield will only have an estimated amount of time such as 6 years to spend the money. The money will need to be spent in that time frame on specific things. Some towns use the money to get extra pipe for future use, play grounds, parks or larger projects that may come up in the water department.
- Council discussed the bond attorney and agreed to have Ryan Taylor get Fairfield in touch with a bond attorney.

5. DISCUSS TOWN ADMINISTRATION

- Council discussed getting the accounts moved over to Bank of American Fork as quickly as possible. Town Council will need to call a special meeting for approval of moving the bank accounts over and creating new accounts for the secondary water source. Council all agreed to call a meeting on January 21, 2016 at 6:45 p.m. in the Town Office Trailer.
- Mayor Hancock discussed with Council he would like to have Councilwoman Hollie McKinney named Town Treasure and Councilman Brad Gurney will continue to oversee Administration duties. Councilman Brad Gurney gave an overview of how the administration and the procedures in the office have gotten to where we are at today and where we are trying to get so we can have the office run in compliance with the state and procedures to be ran more efficient.

6. OLD BUSINESS

- No topic was brought up for discussion

7. NEW BUSINESS

- Chyanne Soffel informed Council of a training that is mandatory for all Members to take. She has arranged with the Utah City of Leagues and Towns and Attorney David Church to come out on February's meeting to provide the training that the state requires all members to have taken yearly. If there are members who cannot attend this meeting at 6:00 p.m. on the regular town council meeting in February, Chyanne Soffel recommended that the training is available on YouTube where they can watch the training. Every Member is required to take this training and have record of doing so. Record of this will need to be kept in the office for the year-end audit.

8. ADJOURN

Councilman Brad Gurney made a motion to adjourn. Mayor Hancock Seconded. Motion carried with all council members present voting "aye".

Meeting adjourned at 9:30 P.M.

These minutes were approved by the Town Council on _____.

Chyanne Soffel
Recorder